

EXHIBIT II-C-7
COMMAND G1 AND G.2 (CALSTARS TABLE AND FILE COPY)
DATASET NAMING CONVENTION

Source	Naming Convention
Record Key ==>	1 2 3 4 5 6 7
Agency Descriptor Tables D-Data	CS9990.DATA.DT9990.QSAM. D2121124.T102247
Stwde Descriptor Tables D-Data	CS9990.DATA.DT0000.QSAM. D2121124.T110236
History files D-Data	CS9990.DATA.HYPM.QSAM. D2121218.T110829
Budget Sequence <u>Sch 10</u> D-Data	CS9990.DATA.CS10CY.QSAM. D2121218.T110552
Budget Sequence <u>Sch 10R</u> D-Data	CS9990.DATA.CS10PY.QSAM. D2121218.T111029
Other files D-Data	CS9990.DATA.AS.QSAM. D2121215.T094250 CS9990.DATA.GP.QSAM. D2121215.T094833 CS9990.DATA.DF.QSAM. D2121215.T095120 CS9990.DATA.OP.QSAM. D2121215.T094050
Record format (all files and tables) L-Layout	CS9990.LAYOUT.OP.QSAM. D2121106.T112645
<p>RECORD KEY:</p> <p>1 – CS = stands for "CALSTARS"</p> <p>2 – 9990 = Organization Code of request/user</p> <p>3 – DATA = type of content, Command G.1 and G.2 (DATA or LAYOUT)</p> <p>4 – DT9990 = File ID (DT = Descriptor table) and Org Code (org 0000 = statewide table)</p> <p>HYPM = File ID (HY = History File; and Period (PM, CM, PY))</p> <p>CS10CY = File ID (CS = Budget Sequence, 10 = Schedule 10) and Fiscal Year (CY = Curr Yr)</p> <p>CS10RPY = File ID (CS = Budget Seq, 10R = Schedule 10R) and Fiscal Year (PY = Pr Yr)</p> <p>AS = File ID (AS = Appropriation Symbol Table)</p> <p>5 – QSAM = type of file (text file)*</p> <p>6 – D2001124 = Date ('D') 1-digit Century, Year, Month and Day (2121124 = November 24, 2012)</p> <p>7 – T102247 = Time ('T') file created, hhmmss (102247 = 10:22:47 AM)</p>	

* Table and File Copy Data Sets are not generated as a "zipped" file.

ACCESSING DATA FILES (DATA SETS)

Data sets can be accessed by using the OTech Time Share Option (TSO) and entering a USERID signon. The information in this section is not comprehensive or intended to replace training available from OTech, but it provides background information about the screens and basic coding needed to access data sets. The steps are shown here:

Step 1: Access the OTech timeshare option (TSO) by entering the authorized TSO domain code and pressing **Enter**. (Example: 'ctso') See the following screen.

```

HHHHH
HHHHH          HEALTH AND WELFARE AGENCY DATA CENTER
HHHHH          for Official State Use Only
HHHHH
HHHHH          S23GZ080
HHHHH
HHHHH  HHHHH  WWWWWW  WW      WWWDDDDDDDDDDDDDDDD  CCCCCC
HHHHHHHHHHHHHHHHHH  WWWWWW  WWW  WWWWWWDDDDDDDDDDDD  CCCCCCCCCCCC
HHHHHHHHHHHHHHHHHH  WWWWWW  WWWWWW  WWWWWW  DDDD  CCCCCC  CCCCC
HHHHHH  HHHHHH  WWWWWWXXXXXXXXXXXXXXXXX  DDDD  DDDD  CCCC
HHHHH  HHHHH  WWWWWWXXXXXXXXXXXXXXXXX  DDDD  DDDD  CCCC
HHHHH  HHHHH  WWWWWW  WWWWWW  DDDD  DDDD  CCCCCC  CCCCC
HHHHH  HHHHHH  WWWWWW  WWWWWW  DDDDDDDDDDDDDDD  CCCCCCCCCCCC
HHHHH  HHHHHH  WWW  WWW  DDDDDDDDDDDDD  CCCCCC
ctso

```

Step 2: Key your TSO USERID and press **Enter**. Example: 'csxxx'

```

IKJ56700A ENTER USERID -

csxxx

```

Step 3: In the space following "Password ==>" (prompted by the cursor position), key your password and press **Enter**.

NOTE: the password will not be visible on the screen.

```

----- TSO/E LOGON -----

Enter LOGON parameters below:                RACF LOGON parameters:

Userid   ==> CSXXX

Password ==>

Procedure ==> TSOGENRL                      Group Ident ==>

Acct Nbr ==> CSTSOXXX0T

Size     ==> 4096

Perform  ==>

Command  ==>

Enter an 'S' before each option desired below:
        -Nomail          -Nonotice          -Reconnect          -OIDcard

PF1/PF13 ==> Help    PF3/PF15 ==> Logoff    PA1 ==> Attention    PA2 ==> Reshow
You may request specific help information by entering a '?' in any entry field

```

Step 4: A new screen will appear which will show '****' or 'READY' on the last line. Press **Enter** if the '****' is present. When the 'READY' appears, key **'ispf'** and press **Enter**. **Alternatively, advanced** TSO users may by-pass the next two steps by keying **ispf 3.4** and pressing enter.

```

IKJ56455I CSXXX LOGON IN PROGRESS AT 12:41:23 ON OCTOBER 28, 2010
*****      Welcome to TSO on the Cannery shared MVS System *****
              for Cannery information see SYS2.NEWS

** 10/28/10 The OTech Adabas/Natural Users Group will meet on
            Wednesday, November 3, 2010, at 1:00pm in the 7th floor
            conference room at DOF/CALSTARS on 915 L Street. This is
            the perfect place to network with other users of Software
            AG products. It is an excellent environment to discuss
            problems and develop workable solutions. For more
            information, please contact OTech Adabas Support at
            adabas@state.ca.gov

** 10/27/10 A new QuickRef 7.3 database is available for testing on
            S1S1. Use QWTEST instead of QW to use the new database. It
            will be installed as the production database on November
            28th. For problems contact George Chen @ 464-4164.

ALLOCATING SYSPROC
READY
ispf

```

Step 5: In the space following "Option ==>" (prompted by the cursor position), key **3** and press **Enter**. ('UTILITIES' is selected.)

```

                                ISPF Primary Option Menu

0  Settings      Terminal and user parameters      User ID . . : CSXXX
1  View          Display source data or listings    Time. . . : 12:44
2  Edit          Create or change source data       Terminal. . : 3278
3  Utilities     Perform utility functions          Screen. . . : 1
4  Foreground    Interactive language processing    Language. . : ENGLISH
5  Batch         Submit job for language processing Appl ID . . : ISR
6  Command       Enter TSO or Workstation commands  TSO logon : TSOGENRL
7  Dialog Test   Perform dialog testing            TSO prefix: CSXXX
9  IBM Products  IBM program development products  System ID : S1S1
10 SCLM          SW Configuration Library Manager   MVS acct. : CSTSOXXX
11 Workplace     ISPF Object/Action Workplace      Release . . : ISPF 5.9
H  HWDC Util     HWDC Utilities
I  IOF           Interactive Output Facility
P  PANVALET      Browse, Edit and Utilities

      Enter X to Terminate using log/list defaults

Option ==>
F1=Help      F2=Split      F3=Exit      F7=Backward F8=Forward F9=Swap
F10=Actions  F12=Cancel

```

Step 6: In the space following "Option ==>" (prompted by the cursor position), key **4** and press **Enter**. ('DSLIS' is selected.)

```

                                Utility Selection Panel

1  Library       Compress or print data set. Print index listing. Print,
                                rename, delete, browse, edit or view members
2  Data Set      Allocate, rename, delete, catalog, uncatalog, or display
                                information of an entire data set
3  Move/Copy     Move, or copy members or data sets
4  Dslist        Print or display (to process) list of data set names.
                                Print or display VTOC information
5  Reset         Reset statistics for members of ISPF library
6  Hardcopy      Initiate hardcopy output
7  Transfer      Download ISPF Client/Server or Transfer data set
8  Outlist       Display, delete, or print held job output
9  Commands      Create/change an application command table
11 Format        Format definition for formatted data Edit/Browse
12 SuperC        Compare data sets (Standard Dialog)
13 SuperCE       Compare data sets Extended (Extended Dialog)
14 Search-For    Search data sets for strings of data (Standard Dialog)
15 Search-ForE   Search data sets for strings of data Extended (Extended Dialog)
Option ==>
F1=Help      F2=Split      F3=Exit      F7=Backward F8=Forward F9=Swap
F10=Actions  F12=Cancel

```

Step 7: In the space following "DSNAME LEVEL ===>" (move the cursor to this position), key **csnnnn.*** (where 'nnnn' is the org code) and press **Enter**. The '*' (asterisk) is a "wildcard" to display all data sets associated with the csnnnn agency ID.

```

                                Data Set List Utility
                                More:      +

blank Display data set list      P Print data set list
V Display VTOC information      PV Print VTOC information

Enter one or both of the parameters below:
Dsname Level . . . CS9990.*
Volume serial . . .

Data set list options
Initial View
  1. Volume
  2. Space
  3. Attrib
  4. Total

Enter "/" to select option
/ Confirm Data Set Delete
/ Confirm Member Delete
/ Include Additional Qualifiers
/ Display Catalog Name
/ Display Total Tracks

When the data set list is displayed, enter either:
"/" on the data set list command field for the command prompt pop-up,
Option ==>
F1=Help      F2=Split      F3=Exit      F7=Backward  F8=Forward  F9=Swap
F10=Actions  F12=Cancel

```

Step 8: Referring to the line commands listed on the previous screen (Step 7), key **B** or **S** in the **left position** under the "COMMAND" column to retrieve the data set from archive and press **Enter**.

```

DSLIST - DATA SETS BEGINNING WITH CS9990.* ----- ROW 1 OF 12
COMMAND ==>                                           SCROLL ==> PAGE

Command - Enter "/" to select action      Message      Volume
-----
CS9990.CSTARB04.RPME0001.DQ.D2001217.T204408      D30768
CS9990.CSTARB04.RPME0001.DZ.D2001217.T204408      D30902
CS9990.CSTARQ12.RCMY0001.NQ.D2001217.T134358      BROWSED      D93219
CS9990.CSTARQ12.RPM-0230.NZ.D2001217.T134358      D31153
CS9990.CSTARQ16.RPM-0000.FQ.D2001217.T134359      D93017
CS9990.CSTARQ16.RPM-0000.FZ.D2001217.T134359      D31145
CS9990.DATA.AS.QSAM.D2001215.T094250      D92273
b CS9990.FATRANS.INPUT1      Info - S      CS1034
CS9990.ISPF.V44.ISPPROF      CS1005
CS9990.ISPF.ISPROF      D30259
CS9990.LAYOUT.OP.QSAM.D2001109.T071849      D30382
CS9990.TS0.BROADCAST.MSGS      D30256
***** End of Data Set list *****

Command ==>                                           Scroll ==> PAGE
F1=Help      F2=Split      F3=Exit      F5=Rfind      F7=Up      F8=Down      F9=Swap
F10=Left      F11=Right      F12=Cancel

```

Step 9: Using the '**S**', Information (short) command and pressing **Enter** displays the expiration date and other information about the data set.

NOTE: *The data set is **only available for 7 days** before it is deleted automatically by system maintenance.*

Data Set Information		More: +
Data Set Name : CS9990.FATRANS.INPUT1		
General Data	Current Allocation	
Management class . . . : MCPerm2	Allocated tracks . . : 150	
Storage class . . . : SCSTD	Allocated extents . . : 1	
Volume serial . . . : CS1034		
Device type . . . : 3390	Current Utilization	
Data class . . . : **None**	Used tracks . . . : 0	
Organization . . . : PS	Used extents . . . : 0	
Record format . . . : FB		
Record length . . . : 650		
Block size . . . : 27950		
1st extent tracks . . : 150		
Secondary tracks . . : 15		
Data set name type :	SMS Compressible : NO	
Creation date . . . : 2007/05/03	Referenced date . . : 2010/10/28	
Expiration date . . : 2155/12/31		
Command ===>		
F1=Help	F2=Split	F3=Exit
F7=Backward	F8=Forward	F9=Swap
F12=Cancel		

ACCESSING E1 DATA FILES

E1 report files can be downloaded onto a PC or a LAN using FTP file transfer software. There is no limit to the number of times a file may be downloaded during the storage period at OTech. Once downloaded, a file must first be un-zipped (uncompressed) before it may be viewed. A variety of software programs are available for this purpose.

The following steps are typically taken to retrieve and view an **E1** report file. However, the procedures may vary depending upon the software used. Through a local PC with electronic links to OTech, follow these steps:

- ★ To copy the file from OTech to a local PC using the FTP file downloading software:
 - Invoke the file downloading software.
 - Connect to OTech using your FTP user name and password.
 - Change the OTech working directory to CS.ESorg# (for most users, the default mainframe directory should be set to CS.ESorg#).
 - Select the file to be downloaded.
 - Select the PC directory where the downloaded file will be placed.
 - Specify a binary transfer.
 - Start the downloading process.
 - Rename the downloaded PC file giving it a "zip" file extension (e.g.: Q12.zip).

- ✧ To uncompress the downloaded file using unzipping software:
 - Invoke the unzipping software.
 - Select the downloaded file.
 - Select the report within the file (for E1 files there will be only one report).
 - Select the PC directory where the unzipped report file will be placed.
 - Start the unzipping process.
 - Rename the unzipped report file giving it a “txt” or “prn” file extension (e.g., Q12.txt).
- ✧ To open the unzipped report file using report-viewing software (e.g: Monarch, MS Word)
 - Format the report (if needed)

Since users can only access files in the CS.ES(agency code) directory using the FTP logon, agencies should set the FTP software's default mainframe directory to the CS.ES(agency code) file directory. Viewing other file directory lists through FTP software unnecessarily uses mainframe resources and increases the agency's data center charges.

If renaming the files cannot be accomplished using the file downloading and the unzip software, file names can be changed using Windows Explorer.

Resources Required To Retrieve E1 Files

To access the E1 files at the data center, agencies must establish an electronic link between a PC and the OTech FTP server. Some agencies may already be able to establish this link. Others may need to work with their agency's Information Technology section, CALSTARS Production Control, and OTech to make the connection.

All agencies are assigned a separate FTP logon that allows access to an OTech session specifically established for FTP transfers. This logon only allows access to the agency's CS.ES(agency code) file directory. Since multiple users can access the E1 files through FTP at the same time, only one logon is needed by an agency. Unlike CALSTARS and CTSO, the password for this logon does not expire. To activate the logon, the CALSTARS Agency Security Officer should contact the CALSTARS Production Control Unit at (916) 323-7541 or e-mail: prodcntl@dof.ca.gov.

Although the FTP logon password does not expire, an agency may change its password if desired. If the FTP software does not have a **new** password field, the password can still be changed. To change the password, type the following in the password field: the current password, a “/”, the new password, a “/”, and the new password again (e.g., Password: oldpassword/newpassword/newpassword). The new password is required the next time a client logs on.

The client's PC requires file downloading, unzipping, and report viewing software. The FTP file downloading software facilitates the transfer of the electronic file from OTech to the PC. There are many FTP file transfer software packages available. Some PC terminal emulator packages (e.g., Passport) also include downloading software. The unzipping software decompresses the file from "zipped" format to text format. Some software utility packages (like McAfee System Works) include zip-compression programs. In addition, there are many file compression software packages available that are compatible with the zipped file format. The report viewing software presents the text file in a form that may be displayed and printed. Agencies may already have some or all of these capabilities on their PCs as part of other software packages. If additional software is needed, the agency's software policies should be consulted prior to procurement.

CALSTARS supports Monarch software for working with report data files. Besides viewing the reports, this personal computer software allows clients to export data from the files to popular database and spreadsheet formats.

If clients only need to view the reports, most word processing packages may be used. The Windows operating system includes two simple word processors, Notepad and WordPad. Because Notepad cannot open large files, WordPad is generally a better choice for viewing CALSTARS reports. Other word processing packages (e.g. MS Word or WordPerfect) may be used, but additional formatting may be required so the report lines and spacing display correctly. Although formatting the reports takes a little extra work, using an agency's standard word processing package may be advantageous. For example, portions of the formatted reports may be sent as e-mail attachments to various managers and clients.

Retention Period For E1 Files

E1 report files are initially stored on disk at OTech. If a report file is not accessed for 35 days, the file is automatically archived to tape. An E1 file is retained at the data center for six years from the file creation date. At the end of the six-year period, the report file is deleted from the data center's disks or tapes. The file is deleted after six years regardless of how often the file has been accessed. The retention period can be set for eight years for the E1 report files, the CALSTARS Agency Security Officer must send a request via e-mail to calstars@dof.ca.gov and the request will be evaluated. If an agency wishes to delete an E1 file prior to its purge date the CALSTARS Agency Security Officer must send a request via e-mail to calstars@dof.ca.gov. The e-mail must include the file's data set name.

If a file has been archived to tape, the file must be moved back to disk before the file may be retrieved (downloaded). Therefore, retrieving a file after it is archived to tape will take longer than retrieving a file directly from disk. (During testing, the retrieval from tape storage to a PC took approximately one minute, but the time varies based on the data center's workload.) Clients are not required to submit a special request to have the report files moved from tape to disk. The process is automatic when the report file is requested.

Instructions For Selected Software

CALSTARS has detailed instructions on various CALSTARS report file software packages used internally by analysts. These include:

- ★ How to perform an FTP transfer using Passport (v6.0-601) or WS_FTP LE (v5.08).
- ★ How to unzip a downloaded file using PowerArchiver (v.6.11).
- ★ How to format a downloaded CALSTARS report in MS Word.
- ★ How to establish a MS Word 2000 macro that formats a downloaded CALSTARS report.

Copies of these instructions will be provided upon request. To request a copy, send an e-mail to calstars@dof.ca.gov. Please note that the instructions may need revision depending on the version of software you have.

MONARCH SOFTWARE

Monarch software is a data access and analysis tool that can view, extract, query and export report data.

Monarch for Windows is a PC based software program from the Datawatch Corporation. Monarch is a data access and analysis tool that will view, extract, query and export report data. Monarch's capabilities and benefits to CALSTARS agencies include:

- ★ The ability to "mine data" from CALSTARS report files for further processing in other PC-based software.
- ★ The reduction of re-keying of data.
- ★ Special pricing for CALSTARS agencies.
- ★ User-friendly software.

To further assist agencies, Monarch Training Classes are provided on an ongoing basis. The schedule of Monarch classes is available on the internet at <http://www.dof.ca.gov/accounting/calstars/training/>.

For information regarding the acquisition or operation of Monarch, contact CALSTARS at the following:

Phone: (916) 445-0211, ext. 2803
E-mail: calstars@dof.ca.gov
FAX: (916) 323-4049